

# Help Wanted: New Bedford Site Coordinator

School on Wheels of Massachusetts is a non-profit organization with a mission to educate children experiencing homelessness by providing



**SCHOOL**  
**on WHEELS**  
**MASSACHUSETTS**

academic support and one-on-one mentoring so children can reach their full potential. Our main program is one-on-one tutoring at shelters and schools. We are currently seeking a Site Coordinator for one of our shelter sites in New Bedford; a Spanish speaker is preferred. The Site Coordinator supervises the tutors and students at a particular site, and is the connection between shelter/school staff, children and families, tutors, and School on Wheels staff.

## **Qualifications:**

- Educator with classroom experience
- Leadership skills
- Spanish speaker preferred
- Good organizational and communication skills
- Flexibility
- Creativity
- Proficient in Microsoft Excel and Word

## **Days/Hours:**

- Tuesday and Thursday evenings, 6:00-8:00pm

## **Site Coordinator responsibilities include:**

### **Tutoring**

- Supervise students and tutors during designated tutoring times and provide support as needed

- Analyze learning plans and report cards to find appropriate resources for students
- Monitor the use and effectiveness of the tutoring resources
- Tutor as needed

## **Communication**

- Communicate with volunteer tutors, shelter staff, children and families, and School on Wheels staff
- Send emails to volunteer tutors with weekly tutoring schedules
- Communicate with shelter staff, families and tutors to address any issues that may arise, coordinate any changes to the tutoring schedule, etc.
- Send weekly report to School on Wheels; this report includes a brief update on the tutoring sessions and any issues that need to be addressed

## **Set-Up**

- Arrive at site 30 minutes prior to scheduled tutoring time
- Prepare site for tutoring; bring out learning materials
- Greet tutors and families and give any necessary communications such as new materials available or programs coming up
- Settle tutors and students into the tutoring space

## **Clean-Up**

- At the end of tutoring put materials away, organize cabinets, turn off computers and talk to tutors as necessary

## **Training** (Site Coordinators will be paid for this)

- Attend tutor training and Site Coordinator training
- Attend meetings and tutor workshops

Compensation: \$15/hour

**Contact:**

Robin Gilbert, Program Director

508-587-9091

[robin@sowma.org](mailto:robin@sowma.org)